

# SSTA Time Reporting & Approval Deadlines

The schedule below outlines the deadlines for time reporting and approval, and subsequent system notifications. Daily time submission and approval is best practice to ensure employees are paid according to schedule and any issues are identified and addressed.

Thurs	Fri	Sat	Sun	Mon	Tues	Wed
<b>9am:</b> Employee weekly submission reminder <b>5pm: Employee weekly time reporting deadline</b> <b>5pm:</b> 1 <sup>st</sup> Unreported time notification to employees	<b>10:30am:</b> 2 <sup>nd</sup> Unreported time notification to employees <b>12pm: Approver weekly time approval deadline</b> <b>1pm:</b> 1 <sup>st</sup> Unreported & Unapproved time notification to approvers		<b>1pm:</b> 2 <sup>nd</sup> Unreported & Unapproved time notification to approvers <b>6pm: 2nd Approver deadline for time approval of employees that work Friday/Saturday 24x7 shifts</b>	<b>9am:</b> 1 <sup>st</sup> Over/Under Scheduled Hrs and unresolved Unreported and Unapproved time notification to Agency HR/Payroll <b>12pm: Agency HR/Payroll Restricted TRC Entry &amp; Payable Time approval deadline</b> <b>1pm:</b> Final Notification: Unreported & Unapproved Reported and Payable Time Notification to Agency HR/Payroll		
Time Admin: Daily* at 7:30am, 10:30am, 1pm, 4pm, and following nightly batch. *Except Tuesdays and during scheduled maintenance.						

- SSTA is available 24 hours a day, 7 days a week except Sunday–Friday 6:00-6:30PM, Saturday 6:00-7:00PM and during scheduled maintenance.
- Notifications will be sent via email after online reports are refreshed from Time Admin.
- When a holiday falls on a payroll Monday, the time reporting and approval deadlines will be backed up by 24 hours.

